



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

JUN 18 1997

Todd M. Palmquist, Treasurer
National Ready Mixed Concrete
Association Political Committee
900 Spring Street
Silver Spring, MD 20910

Identification Number: C00114025

Reference: 12 Day Pre-General Report (10/1/96-10/16/96)

Dear Mr. Palmquist:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-In order for your report to be considered complete, a Detailed Summary Page must be filed. 2 U.S.C. §434(b)

-Your report includes computer produced formats of FEC FORM 3X - All Schedules. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

Jennifer K. Wall
Reports Analyst
Reports Analysis Division

